



K. K. Wagh College of Education, Nashik.

(Marathi Medium)

DGP Nagar – 1, Nashik

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**Email ID : Principal-bed@kkwagh.edu.in
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Recognized by :

NCTE Order No. :WRC/5-6/102ND /2008/29945 DATED 1/3/2008
NCTE Order No. : WRC/APW04674/123576/2015/144560 dated
31/5/2015

• G.R.No.B.Ed.Recog.2008/(119/08/Mashi-01
• S.P. Pune University : ID No. : PU/NS/B.Ed (M)/114/2008

Code of Conduct –Student

Rules and Regulation for the students .

• Attendance Requirement

Student must have 80% attendance to be permitted to take up the final examination. Condonation may be permitted if a student has 70% to 80% attendance . in case of medical Emergencies (supported by sufficient evidence) condonation may be permitted for a student who has 65% attendance .

- Students whose attendance falls between 70% to 80% due to participation in co-curricular, extra curricular may be permitted to take the examination on recommendation of head of Department/faculty In-charge.
- Student less than 50% attendance will have to repeat the year.
- It is mandatory for each student to wear Student Identity Card during the college hours.
- Student should regularly wear uniform. All students must come college on time.Maintaining required attendance and active participation in all college activities is mandatory .
- Students required to get themselves updated regularly by reading notice board, Whats app group.
- Use of mobile phones inside the class rooms during class hours is strictly prohibited .
- Any form of ragging is a punishable offences .
- All students are answerable to the principal ,faculty and other.

- **Leave Rules**

- All must be supported by leave letter .
- In cases of planned leave, leave letter must be submitted prior to availing leave .
- In case of all other leave (medical and emergencies), leave letter must be submitted on the date the student reports to the college.
- All medical leave beyond 3 working days must be supported by a certificate from a registered medical practitioner .
- Submission of medical certificate or other documentary evidences does not make the student automatically eligible for condemnation of attendance.
- The decision of the principal will be final in all matters relating to the attendance and leave.

- **Rule for Issue of certificate /Document from the administrative office**

Student must apply for issuing of certificate /document (TC,Bonafied) application letters must be addressed to the principal .

The office will required a minimum of 5 working days to process the application.

No Issue can be initiated in less than 48 hours .

- **Functions of a Faculty Advisor**

- First Year faculty to coordinate for the admission details of the newly admitted batch, check the documents and create a data base .
- Handling over the same to the record room for safe keeping.
- Submitting all the relevant documents to the various authorities like COE/Office for the generation of

1 Register Number

2 Login ID and Password

3 Eligibility Sheet

4 Photos of the 1 year Students

5 ID cards

6 Checking of the correct spelling of the names as per 10th

Marksheet,expansion of initials DOB and fathers details .

7 Phone Numbers



PRINCIPAL
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Nashik